



Job Title: Operations Worker/Event Representative

Department: Parks & Recreation / Community Center/Senior Services

Immediate Supervisor: Operations Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Represents the Community Center staff during operational hours, coordinating and directing activities to ensure contractual agreements with leasing tenants are met. Supports a wide variety of facilities operations at the Community Center.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	VH	Ensures the set-up and take down of chairs, tables, staging, sound equipment, dance floor or other equipment in accordance with the lease requirements.
2	L	Working knowledge of all audio visual, sound, lighting, kitchen and bar equipment. Responsibilities include set-up and basic operation of equipment.
3	L	Opens and/or secures facility before and after events. Completes event reports noting attendance and any significant problems.
4	L	Explains policies and procedures for use of Community Center to tenants and general public.
5	S	Demonstrates continuous effort to improve operations, decrease turn-around times, streamline work process, and works cooperatively and jointly to provide quality seamless customer service.
6		Performs custodial duties as needed, including but not limited to cleaning, sanitizing and replenishing restrooms. Washes windows, walls and mirrors. Sweeps, mops, scrubs, waxes and vacuums floors. Dusts and cleans offices. Replaces light bulbs, cleans and polishes fixtures and empties waste receptacles and ashtrays.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	High School equivalency
Experience	Audio, visual and customer service skills. Previous banquet or meeting facilities skills a plus. **
Certifications and Other Requirements	Arizona State Liquor Program Certification and an Arizona drivers license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Requires good reading skills. Being able to follow written instruction is important in this position.
Math	Work requires basic math skills. The ability to calculate and balance cash in and cash out transactions.
Writing	Work requires good written skills. Communication between shifts is essential.
Managerial	Event management activities and customer service skills are required. Managing liquor event, including bar receipts and daily cash deposits. Secure and closure of the building.
Budget Responsibility	N/A
Supervisory / Organizational Control	Supervise bar activities and scheduled events. Arizona Dept. of Liquor License class and addition to the license may be required.
Complexity	The responsibility of liquor event management, customer service and client satisfaction is important to the success of our goal.
Interpersonal / Human Relations Skills	Customer/Client relations and team building skills are required. Communication and the ability to work in a team environment are essential.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input checked="" type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	
Sitting	O	
Walking	F	
Lifting	F	Tables, chairs and sections of dance floors.
Carrying	F	Tables, chairs and sections of dance floors.
Pushing/Pulling	F	Staging, carts, racks of chairs up to 1200 Lbs.
Reaching	F	
Handling	F	
Fine Dexterity	R	
Kneeling	F	Installing dance floors, audio cords and electrical cords
Crouching	F	Installing dance floors, audio cords and electrical cords
Crawling	R	
Bending	F	
Twisting	F	
Climbing	R	
Balancing	R	
Vision	F	
Hearing	F	Customer/Client services.
Talking	F	Customer/Client services.
Foot Controls	R	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Extreme Temperatures	N
Chemical Hazards	W	Noise and Vibration	N
Electrical Hazards	M	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	D

- (1)
(2) Community Center

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)